

Scottish Company Registration No. SC420008  
Scottish Charity No. SC047766

**Tap Into IT Where You Are Limited**  
(A company limited by guarantee)

Directors' Report and Financial Statements  
Year ended 31 March 2026

# Tap Into It Where You Are Limited

---

Contents of the Financial Statements for the year ended 31 March 2026

	Page
Report of the Directors	1 - 7
Report of the Independent Examiner	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 - 17

# Tap Into IT Where You Are Limited

**Report of the Directors** for the year ended 31 March 2026

The Directors (who are also Trustees for the purpose of Charity law) are pleased to present their report together with the financial statements of the company for the year to 31 March 2026.

## Reference and administrative details

### Principal and registered office

33 Mertoun Place  
Edinburgh  
EH11 1JX

### Bankers

CAF Bank Ltd	Royal Bank of Scotland
25 Kings Hill Avenue	206 Bruntsfield Place
West Malling	Edinburgh
ME19 4JQ	EH10 4DF

## Status of Company and Governing Document

Tap Into IT Where You Are Limited ('Tap into IT') is a private company limited by guarantee (Number SC420008) which is incorporated in Scotland; and became a registered Scottish Charity (Number SC047766), constituted under a Memorandum of Association on 22 September 2017.

## Objectives and aims

The objects of the Company are:

- To enable adults who are unable to access the internet, particularly the over 65s, to do so, for their own benefit and that of their community and society as a whole;
- To help build digital skills and confidence so that people can make more effective use of online resources and digital technology;
- To provide this service 'where people are', wherever possible – in their own familiar community settings or 1:1 in their own home; and
- To work in partnership as opportunity arises with other people, community networks and organisations with an interest in the welfare of these potentially vulnerable groups, for mutual benefit.

## Activities in place to further these objects

The main activities of the Company are:

- Helping people to get online effectively through a combination of one to one and small group activities particularly in sheltered housing, other accessible community locations and online via 'Zoom' etc.
- Providing additional support where necessary to include people with additional needs relating to age or conditions such as dementia
- Providing one to one training and 'tech help' to users in their own homes.

## Directors and Office Bearers

Andrew Young	Chair (appointed 3 May 2025)
Michael Ellis	Executive Director
John Clayton	Treasurer
Lindsey Anderson	
Sheona Hall	
Moray Rumney	
Ellie Riach	(appointed 3 May 2025)
Bridget Stevens	(resigned 3 July 2025)
Lorence Fizia	(resigned 7 November 2025)

The Directors met regularly during the year to consider the activities of the company. The day to day running of the charity is delegated to the Executive Director.

## Appointment of Directors

As per our Articles of Association, any member of the Charity is eligible for election/appointment as a Director unless they are an employee of the company (except in the case of the Executive Director). The directors may appoint any willing member to be a director at any time.

At each annual general meeting, one third (to the nearest round number) of the Directors (except the Executive Director) retire from office, based on those who have served the longest, along with all the Co-opted Directors. A director who retires from office is eligible for re-election.

# Tap Into IT Where You Are Limited

Report of the Directors for the year ended 31 March 2026

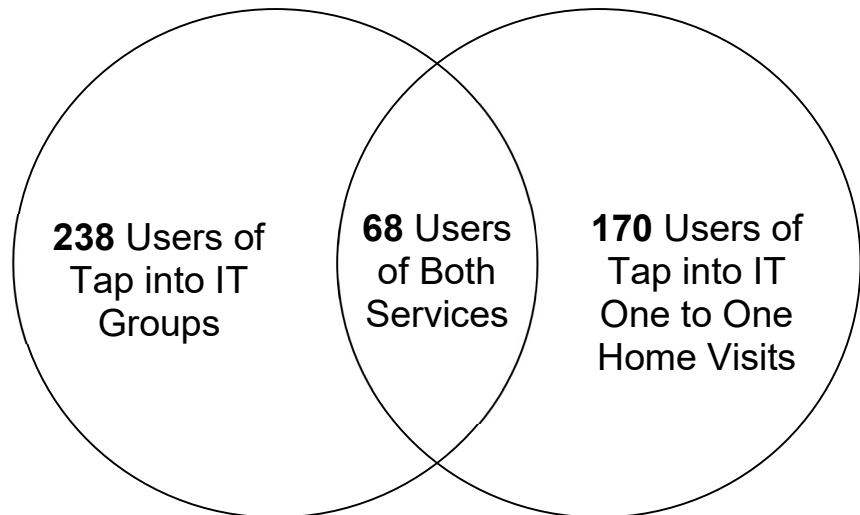
## Achievements and performance

### Overview

Tap into IT provides a versatile range of digital support, from one-off technical assistance for older people who are online and reasonably confident users of digital tech to longer term, group-based help for less confident seniors and those with complex needs like dementia. By partnering with local community organisations, we foster social inclusion through tech, helping users overcome barriers ranging from simple troubleshooting to deep-seated anxieties about the digital world.

### People served 1 April 2025 - 31 March 2026:

Overall number of people served:  
476 (24/25: 414)



We gratefully acknowledge the funding/other support from the following partners who make our work possible.

Who reached & how?	In partnership with/referred by?	Currently funded by
Social Housing Tenants through Groups and home visits	<ul style="list-style-type: none"> <li>Viewpoint Housing Association.</li> <li>Housing/Soc Care/Health Staff</li> </ul>	<ul style="list-style-type: none"> <li>Viewpoint Housing Association.</li> </ul>
Local communities through groups	Local churches	Southside Faith Care, Slateford Longstone church via Church of Scotland grant, Lottery
Carers. Centre drop-ins, some home visits.	Eric Liddell Centre, Voice of Carers Across Lothian(VOCAL)	Eric Liddell Centre, VOCAL
Housebound, additional needs - home visits	Cyrenians, health and social care professionals	Individual/Group donations, Trusts, espec. Van Mesdag Trust, Link Group small grant
Private individuals. Home visits /remote support.	Self-referred	Self

The largest percentage of our funding continues to be from contracts and fees rather than grants, which we consider to be more sustainable in the long term (See below for funding breakdown).

# Tap Into IT Where You Are Limited

Report of the Directors for the year ended 31 March 2026

---

## Achievements and performance (continued)

### Outcomes

The following is an excerpt from a recent report to one of our funders about the outcomes achieved through 2 of the groups we supported over the past year which is typical over all our work.

#### *Digital Support and Skills Development.*

- *Devices:* Smartphone (Doro, Samsung, iPhone), Tablet (Android, iPad, Kindle Fire), Laptop/PC (Windows 7, 10, 11), Apple Watch, Printer, Smartwatch, External HDD/SD Card.
- *Communication & Social Media:* Email (BT, Gmail, Outlook, Yahoo), WhatsApp, Facebook, Messenger, Instagram, Zoom, Video calling, Texting (SMS/RCS).
- *Online Accounts & Services:* Online Banking, Scottish Power, Vodafone/EE (Data/Top-ups), Amazon, eBay/Gumtree, Tesco/Lidl/Sainsbury's apps, Edinburgh Leisure, Royal Mail.
- *Security & Troubleshooting:* Passwords/Two-factor authentication (2FA), Scam/Phishing awareness, Malicious apps/Adware removal, Software updates, Biometrics (Fingerprint ID), Cloud storage (iCloud, OneDrive, Google Drive).
- *Daily Utility:* Bus & Tram apps (Lothian), QR codes, PDF readers, Libby/PressReader, Maps/GPS, Scanning, Printing, Camera/Photos.
- *Productivity:* Word, Excel, Google Sheets, Powerpoint, Libre Office, Note-taking apps.

However, our digital support groups go beyond simple technical fixes, acting as a vital bridge to social inclusion and emotional security for participants.

#### *Social Impact*

##### 1. Reduced Anxiety & Increased Digital Safety

A significant portion of our support focuses on "Security & Troubleshooting." By helping users identify texts from unfamiliar numbers (even on their landlines eg. from Western General Hospital) and distinguishing them from malicious scams, we directly reduce the high levels of stress associated with digital fraud. Participants report that they feel "less worried" after we help them manage password managers, remove "adware" (like local weather launchers), and understand 2FA (Two-Factor Authentication).

##### 2. Practical Independence & Essential Services

We enable participants to manage their lives more independently. Key achievements tracked in our reports include:

- **Health:** Looking up medical conditions using reliable sources and ignoring misleading AI results.
- **Finance:** Accessing online banking, Scottish Power accounts, and resolving complex "inaccessible email" issues to regain access to credit card apps.
- **Daily Living:** Successfully booking restaurant tables, ordering replacement certificates, and using Lothian Bus/Tram apps for travel.

##### 3. Social Connection & Wellbeing

The "User reports" highlight that for many, our tech help is a doorway to social interaction.

- **Connecting with Loved Ones:** We support users eg. in replying to wedding invitations via email and setting up WhatsApp on new devices to maintain family links.
- **Combatting Isolation:** Facilitators note several instances where participants "stay for a chat" or help with the "tea break," indicating the sessions serve as a critical social hub.
- **Crisis Support:** on occasion, we have provided a sensitive environment for those experiencing bereavement, helping them navigate the digital legacy of partners who have passed away, or simply providing a space to "step back" when tech felt overwhelming.

# Tap Into IT Where You Are Limited

Report of the Directors for the year ended 31 March 2026

---

## Achievements and performance (continued)

### *Evidence from User Feedback*

Based on qualitative feedback from attendees, the following themes emerge on the differences made.

#### 1. Digital Skills Outcomes

- Confidence to Self-Correct: A major theme is moving away from a "fear of breaking it." Users mention that the groups provide a safety net to try new things.
- Information Literacy: Participants specifically value learning how to "find the help I require" and distinguishing between expert advice and unreliable online sources.
- Reinforcement through 1-to-1 Support: Our data shows that "reinforcement" is key - users often know a skill but need the group to build the "muscle memory" to do it independently.
- Multi-Device Mastery: Attendees note the value of learning how their "personal ecosystem" (phone, tablet, and laptop) works together, rather than just learning one device in isolation.

#### 2. Social, Emotional, Health & Wellbeing Impact

- Combating Isolation through "Coffee and Chat": Multiple responses emphasise that the "sociable" nature and "meeting other people" are as important as the tech. The tea, coffee, and biscuits aren't just perks - they are the "glue" that creates a community hub.
- Reduced Cognitive Load/Stress: One attendee explicitly mentioned having the "start of Alzheimer's/dementia" and found the patience of the group essential. The group provides a space where they can "write things down" and repeat tasks without judgment. Another participant said "I came in feeling stressed about a message I didn't understand, and I'm leaving feeling like I have control of my phone again."
- Psychological Safety: Responses like "you don't feel stupid" and "helpers don't get exasperated" highlight a significant reduction in the "digital anxiety" that often prevents older adults from engaging with technology.
- Peer-to-Peer Empowerment: One attendee noted the joy of being "able to help others in the group a little" using what they had learned, showing a transition from "learner" to "contributor," which is a huge boost to self-worth.

#### *What patterns are emerging/how are the needs changing?*

- Increase in the range of digital devices users are seeking help with including smart watches/glasses, Fitbits/health-trackers, ear buds, digital TV's and soundbars.
- More requests for help with online accounts and services.
- Increasing concern and need for advice on online security, dealing with scams.
- Increasing number of users with additional needs - physical (eg. hearing, sight, Parkinson's) or mental health or impairment (eg. Dementia).

# Tap Into IT Where You Are Limited

Report of the Directors for the year ended 31 March 2026

## Achievements and performance (continued) Progress towards Our Priorities for 2025-2026

Goals for 2025	Progress
Appoint new Chairperson at next AGM	Andy Young now in post as our new Chairperson as of last AGM.
<ul style="list-style-type: none"> <li>● Create space and resource for business development</li> <li>● Review progress on achieving sustainability</li> <li>● Create a succession plan for the Executive Director position.</li> </ul>	All Addressed in our 3 year Strategy approved by our Board in January 2026.
Maintain and expand group provision	8 groups in operation during this period, 1 more than the previous year.
Review Communications role and recruit to it	Role not filled as yet. Staff have been doing the 'basics'.
Further improve the Salesforce Database as a more effective performance management and impact reporting tool.	Specialists from Standard Life's Salesforce team are providing help on a Corporate Volunteering basis.
Grow Self-funder services using Digital Support Worker Model.	Increase from 331 visits in 24/25 to 431 visits in 25/26. Total one to ones increase from 553 ->666

### **With thanks to...**

Achieving these outcomes has been a team effort as usual - our Volunteers, Staff, Board, Partners (already mentioned), Members, Supporters, not forgetting Tappers themselves all play a critical role.

### *Tap into IT Volunteers*

Huge thanks are due to our 35 volunteers in varied roles as follows:

- 28 volunteers provide tech help directly to Tappers at our groups and other services that wouldn't be possible without them;
- 6 volunteers serve as Trustees (one of whom is involved in our groups also);
- Gillian Drysdale, our Board Minutes Secretary, ensures meetings run smoothly, decisions are noted accurately, actions are taken and so much more besides; and
- Bridget Stevens helps with articles to community magazines and newsletters and other community liaison initiatives.

# Tap Into IT Where You Are Limited

Report of the Directors for the year ended 31 March 2026

---

## Achievements and performance (continued)

### *With thanks to... (continued)*

#### *Tap into IT Board*

Our [Board of Trustees](#) has been working hard this year in supporting the Executive Director, drafting grant applications, working out a 3 year growth and development plan and helping to get it underway. Special thanks to our new Chair, Andy Young and Trustee Ellie Riach who have hit the ground running since their appointment at our last AGM.

Lorence Fizia retired from the Board in November after 6 years faithful service as a Trustee. Dependable and readily available especially when there was a practical task to be done, he is still a volunteer providing invaluable help at group sessions.

Sheona Hall will also be stepping down at our next AGM. She has been a Board member since the charity was set up in June 2015. She won't admit as much but has played a key role in Tap into IT as encourager extraordinaire and a real 'get things done' person. Thankfully she's continuing as a volunteer at our group sessions too.

#### *Staff*

Lesley, Milo and Russell our Group Facilitators ([see website for profiles](#)) have been hard at work in responding to the many and varied needs of Tappers and supporting Volunteers, as well as helping me out with the various additional tasks that arise such as social events, meeting with our partners, producing flyers and doing Facebook posts. Russell also took on the role of part-time Digital Support Worker at the end of July 2025 following Steve Boyd's retirement. He's a real all-rounder when it comes to the tech but just as importantly, a people-person first and foremost, contributing to the gradual increase in customer numbers and home visits.

We were sad to say farewell to Lesley at the end of March this year. She started as a Volunteer in January 2020. Capable and keen to help, she was roped into our COVID response a few months later in a casual worker role, helping Tappers stay connected 'virtually' by phone or Zoom. With the resumption of 'in person' groups, Lesley excelled as a Group Facilitator. Thank you Lesley for showing us how it's done!

Karyn, our Administrator does a great job of keeping on top of the HR and finance essentials such as volunteer PVG's, references, the monthly payroll, financial management, monitoring and reporting and so much else besides.

## **Priorities 2026-27**

Growth and Development Goals over the next 3 years.

- Build our team, establishing the right organisational design to enable growth and support those who need us.
- Grow our tech support at home service: creating packaged services to meet a range of needs, including focus on specific needs or conditions that may require bespoke support.
- Grow our Group-based service: expanding our reach to support new areas of Edinburgh, through the addition of new partnerships eg. with health, social care, housing, churches and community groups.
- Financial planning: Generation of mid-long term funding solutions.
- Transformation: in the longer term, explore options to expand through new contract types (e.g. local government).

## **Financial review**

### ***Funding***

In the 2025/26 financial year, we were funded as follows:

- 53% of our income was funded by income from groups.
- 28% came from self-funding individuals.
- 17% of our income was funded by grants and donations.
- The remaining 2% was from bank interest.

# Tap Into IT Where You Are Limited

Report of the Directors for the year ended 31 March 2026

---

## Financial review (continued)

### *Results for the year*

The financial statements for the year are set out on pages 9 to 17. The Statement of Financial Activities on page 9 reflects net expenditure of £2,200 (2025: net income of £18,007). Net funds amounted to £51,018 (2025: £53,218), all of which are unrestricted.

### *Reserves*

The Directors aim to hold 3 months of expenditure in the general fund at any time to cover unforeseen costs which arise. The Directors are pleased to report that unrestricted reserves at the year-end meet this target.

### **Statement on risk**

The Directors have considered the risks to which the Company may be subject and have implemented some procedures to mitigate those risks.

### **Statement of Trustees' responsibilities**

Charity law requires the Trustees (who are also Directors) to prepare financial statements for each financial year which give a true and fair view of the state of the Company's affairs and of its income and expenditure, including its surplus or deficit for that year, and which have been properly prepared from, and are in agreement with, the accounting records of the Company and comply with relevant disclosure requirements.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the Company's financial position and enable the Trustees to ensure that the financial statements comply with the Companies Act 2006 (amended). The Trustees are also responsible for taking such steps as are reasonably open to them to safeguard the Company's assets and to prevent and detect fraud and other irregularities.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

### **On behalf of the Directors**

*Michael Ellis*

**Michael Ellis**

*Director*

Date: 1 June 2026

# Tap Into IT Where You Are Limited

**Report of the Independent Examiner to the Trustees** for the year ended 31 March 2026

---

I report on the accounts of the company for the year ended 31 March 2026 which are set out on pages 9 to 17.

## **Respective responsibilities of Trustees and Examiner**

The Charity's Trustees (who are also the Directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

## **Basis of Independent Examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations (as amended). An examination includes a review of the accounting records kept by the Company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Directors concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent Examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended), and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Alison Franks*

**Alison Franks CA**  
*Director*

Cornerstone Accounting Ltd  
Chartered Accountants

Date: 15 June 2026

11 Erngath Road  
Bo'ness  
EH51 9DP

# Tap Into IT Where You Are Limited

Statement of Financial Activities (incorporating Income and Expenditure account)

For the year ended 31 March 2026

	Notes	General fund £	Restricted funds £	2026 Total £	General fund £	Restricted funds £	2025 Total £
<b>Income and endowments from</b>							
Donations and legacies	2	2,373	7,300	9,673	10,253	19,170	29,423
Income from charitable activities	3	45,160	-	45,160	40,760	-	40,760
Other income	4	1,061	-	1,061	887	-	887
<b>Total income and endowments</b>		<b>48,594</b>	<b>7,300</b>	<b>55,894</b>	<b>51,900</b>	<b>19,170</b>	<b>71,070</b>
<b>Expenditure on</b>							
Raising funds	5	700	-	700	780	-	780
Charitable activities	6	41,333	16,061	57,394	42,171	10,112	52,283
<b>Total expenditure</b>		<b>42,033</b>	<b>16,061</b>	<b>58,094</b>	<b>42,951</b>	<b>10,112</b>	<b>53,063</b>
<b>Net income/(expenditure)</b>		<b>6,561</b>	<b>(8,761)</b>	<b>(2,200)</b>	<b>8,949</b>	<b>9,058</b>	<b>18,007</b>
Transfers between funds	10	139	(139)	-	158	(158)	-
<b>Net movement in funds</b>		<b>6,700</b>	<b>(8,900)</b>	<b>(2,200)</b>	<b>9,107</b>	<b>8,900</b>	<b>18,007</b>
Total funds brought forward		44,318	8,900	53,218	35,211	-	35,211
<b>Total funds carried forward</b>		<b>51,018</b>	<b>-</b>	<b>51,018</b>	<b>44,318</b>	<b>8,900</b>	<b>53,218</b>
<b>Represented by:</b>							
General fund	10	51,018	-	51,018	44,318	-	44,318
Restricted funds	10	-	-	-	-	8,900	8,900
<b>Total funds</b>		<b>51,018</b>	<b>-</b>	<b>51,018</b>	<b>44,318</b>	<b>8,900</b>	<b>53,218</b>

The notes on pages 11 to 17 form part of these financial statements.

## Balance sheet

As at 31 March 2026

	Notes	General fund £	Restricted funds £	2026 Total £	General fund £	Restricted funds £	2025 Total £
<b>Fixed assets</b>							
Tangible assets	7	-	-	-	-	-	-
<b>Total fixed assets</b>		-	-	-	-	-	-
<b>Current assets</b>							
Debtors	8	193	-	193	3,875	-	3,875
Cash at bank		52,290	-	52,290	41,778	8,900	50,678
<b>Total current assets</b>		<b>52,483</b>	-	<b>52,483</b>	45,653	8,900	54,553
<b>Creditors: falling due within one year</b>	9	<b>(1,465)</b>	-	<b>(1,465)</b>	(1,335)	-	(1,335)
<b>Net current assets</b>		<b>51,018</b>	-	<b>51,018</b>	44,318	8,900	53,218
<b>Total assets less current liabilities</b>		<b>51,018</b>	-	<b>51,018</b>	44,318	8,900	53,218
<b>Net assets</b>		<b>51,018</b>	-	<b>51,018</b>	44,318	8,900	53,218
<b>Funds of the Charity</b>							
General fund	10	51,018	-	51,018	44,318	-	44,318
Restricted funds	10	-	-	-	-	8,900	8,900
<b>Total charity funds</b>		<b>51,018</b>	-	<b>51,018</b>	44,318	8,900	53,218

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Directors' responsibilities:

For the year ending 31 March 2026, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of the accounts.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The financial statements on pages 9 to 17 were approved by the Trustees on 1 June 2026 and signed on their behalf by:

*Michael Ellis*

Michael Ellis (Director)

The notes on pages 11 to 17 form part of these financial statements.

# Tap Into IT Where You Are Limited

Notes to the Financial Statements for the year ended 31 March 2026

---

## 1. Accounting policies

### **Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with FRS 102, the Statement of Recommended Practice - Accounting & Reporting by Charities (SORP 2019) (FRS 102), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

In compliance with FRS 102 1A, we have not prepared a statement of cash flows.

The charity is a public benefit entity. The Directors believe there are no material uncertainties that would cast significant doubt on the entity's ability to continue as a going concern.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

### **Company status**

The company is a private company limited by guarantee and registered in Scotland. The members of the company are the Directors named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

### **Basis of financial statements**

The financial statements have been prepared on the accruals basis.

### **Income and debtors**

All income is included on the Statement of Financial Activities when the Company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The Company receives a number of grants which are accounted for when received through the Charity's restricted funds. None of them are performance-related government grants so the income has not been deferred.

Debtors are valued at cost at the year-end and adjusted for any amounts considered to be irrecoverable.

### **Expenditure and creditors**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include governance costs.

Creditors are valued at cost at the year-end and split between amounts due in less than one year and amounts due in more than one year.

The Company is exempt from Corporation Tax on its charitable activities.

### **Tangible fixed assets and depreciation**

Tangible fixed asset purchases over £300 are capitalised and stated at cost less depreciation; purchases of less than £300 are recorded as expenses in the year of purchase. An exception arises where assets are fully funded by a grant when they are recorded as expenses in the year of purchase against the restricted funding. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Plant and equipment 20% straight line

### **Cash at bank**

Cash at bank comprises immediate access bank accounts used by the Company.

# Tap Into IT Where You Are Limited

Notes to the Financial Statements for the year ended 31 March 2026

---

## **1. Accounting policies (cont'd)**

### ***Statement of Financial Activities***

For the purpose of the Statement of Financial Activities as shown on page 8, funds are defined as follows:

*Unrestricted* funds comprise income received for the objects of the company without further specified purpose and are available as general funds or are placed with designated funds which can be used for purposes in agreement with its charitable objectives.

*Restricted* funds comprise income which has been received for the objects of the company and specified for a restricted purpose within these objects by the donor.

### ***Donated goods and services***

The Charity benefits greatly from the contribution of services by 35 volunteers, as follows:

- 28 volunteers support our groups and other services (1 of whom also serves as Trustee on our Board);
- 5 further volunteers serve as Trustees;
- 1 volunteer helps as Board Minutes Secretary; and
- 1 volunteer helps with articles to community magazines and newsletters and other community liaison initiatives.

# Tap Into IT Where You Are Limited

Notes to the financial statements  
For the year ended 31 March 2026

2. Grants, donations and legacies	General fund	Restricted funds	2026 Total	General fund	Restricted funds	2025 Total
	£	£	£	£	£	£
<b>Grants:</b>						
National Lottery fund	-	6,800	6,800	-	-	-
Queensberry House Trust	-	-	-	-	10,000	10,000
The Wood Foundation	-	-	-	-	2,500	2,500
City of Edinburgh Community Grants fund	-	-	-	-	1,170	1,170
YPI - George Watson's School	-	-	-	-	500	500
<b>Donations:</b>						
Individual donations	2,373	500	2,873	3,253	-	3,253
Trust donations	-	-	-	-	5,000	5,000
Van Mesdag Fund donation	-	-	-	7,000	-	7,000
	<b>2,373</b>	<b>7,300</b>	<b>9,673</b>	<b>10,253</b>	<b>19,170</b>	<b>29,423</b>
3. Income from charitable activities	General fund	Restricted funds	2026 Total	General fund	Restricted funds	2025 Total
	£	£	£	£	£	£
<b>Income from groups:</b>						
Viewpoint Housing Association clubs	12,000	-	12,000	14,345	-	14,345
Southside Faith Care	8,575	-	8,575	8,750	-	8,750
Eric Liddell Centre clubs and one-to-ones	1,330	-	1,330	1,125	-	1,125
Slateford Longstone Church club	7,225	-	7,225	3,840	-	3,840
Polwarth Church club	-	-	-	2,050	-	2,050
VOCAL	520	-	520	260	-	260
<b>Income from one-to-ones:</b>						
Self funded one-to-ones	15,510	-	15,510	10,390	-	10,390
	<b>45,160</b>	<b>-</b>	<b>45,160</b>	<b>40,760</b>	<b>-</b>	<b>40,760</b>
4. Other income	General fund	Restricted funds	2026 Total	General fund	Restricted funds	2025 Total
	£	£	£	£	£	£
Bank interest	1,061	-	1,061	887	-	887
	<b>1,061</b>	<b>-</b>	<b>1,061</b>	<b>887</b>	<b>-</b>	<b>887</b>
5. Expenditure on raising funds	General fund	Restricted funds	2026 Total	General fund	Restricted funds	2025 Total
	£	£	£	£	£	£
Salary costs on fundraising	700	-	700	780	-	780
	<b>700</b>	<b>-</b>	<b>700</b>	<b>780</b>	<b>-</b>	<b>780</b>

# Tap Into IT Where You Are Limited

Notes to the financial statements  
For the year ended 31 March 2026

6. Expenditure on charitable activities	General fund £	Restricted funds £	2026 Total £	General fund £	Restricted funds £	2025 Total £
<b>Staff costs:</b>						
Gross salaries	33,625	14,708	48,333	35,315	7,924	43,239
Pension contributions	752	-	752	594	-	594
Staff training	-	-	-	30	48	78
Staff entertaining	370	-	370	-	-	-
	<b>34,747</b>	<b>14,708</b>	<b>49,455</b>	<b>35,939</b>	<b>7,972</b>	<b>43,911</b>
<b>Direct costs:</b>						
Purchases on behalf of clients	296	-	296	485	-	485
Room hire	500	-	500	-	-	-
Mileage and travel costs	292	167	459	192	818	1,010
Computer software	1,163	-	1,163	463	310	773
Computer hardware	-	-	-	34	1,012	1,046
Internet and telephone	205	-	205	302	-	302
Mobile phone	528	-	528	497	-	497
Printing, stationery and postage	9	-	9	115	-	115
Refreshments costs	357	395	752	234	-	234
Use of home	-	-	-	312	-	312
Administration costs allocated to restricted funds	(692)	692	-	-	-	-
	<b>2,658</b>	<b>1,254</b>	<b>3,912</b>	<b>2,634</b>	<b>2,140</b>	<b>4,774</b>
<b>Support costs:</b>						
Insurance	452	-	452	416	-	416
Advertising and promotion	439	99	538	337	-	337
Legal and professional fees	1,031	-	1,031	893	-	893
Cornerstone Accounting fees						
- fee for accounts examination	600	-	600	600	-	600
- fee for payroll	888	-	888	858	-	858
- fee for tax return	168	-	168	120	-	120
Depreciation	-	-	-	80	-	80
Bank charges and paypal fees	350	-	350	294	-	294
Support costs allocated to restricted funds	-	-	-	-	-	-
	<b>3,928</b>	<b>99</b>	<b>4,027</b>	<b>3,598</b>	<b>-</b>	<b>3,598</b>
<b>Total expenditure on charitable activities</b>	<b>41,333</b>	<b>16,061</b>	<b>57,394</b>	<b>42,171</b>	<b>10,112</b>	<b>52,283</b>

The average number of employees (including directors) employed by the company during the year was 4 (2025: 4). There are no employees paid more than £60,000.

Director, Michael Ellis received remuneration from the charity for his services as Executive Director, Club Facilitator and Digital Support Worker of £24,321 (2025: £23,371), comprising £23,804 salary and £517 pension.

# Tap Into IT Where You Are Limited

Notes to the financial statements  
For the year ended 31 March 2026

## 7. Tangible fixed assets

	Plant and equipment	2026 Total
<b>Cost</b>	£	£
At 1 April 2025	700	700
At 31 March 2026	<b>700</b>	<b>700</b>
<b>Depreciation</b>		
At 1 April 2025	700	700
Charge for year	-	-
At 31 March 2026	<b>700</b>	<b>700</b>
<b>Net book value</b>		
At 31 March 2026	-	-
At 31 March 2025	-	-

## 8. Debtors: amounts falling due within one year

	General fund	Restricted funds	2026 Total	General fund	Restricted funds	2025 Total
	£	£	£	£	£	£
Trade debtors	193	-	193	3,875	-	3,875
	<b>193</b>	<b>-</b>	<b>193</b>	<b>3,875</b>	<b>-</b>	<b>3,875</b>

## 9. Creditors: amounts falling due within one year

	General fund	Restricted funds	2026 Total	General fund	Restricted funds	2025 Total
	£	£	£	£	£	£
Other taxation and social security	717	-	717	592	-	592
Other creditors	748	-	748	743	-	743
	<b>1,465</b>	<b>-</b>	<b>1,465</b>	<b>1,335</b>	<b>-</b>	<b>1,335</b>

# Tap Into IT Where You Are Limited

Notes to the financial statements  
For the year ended 31 March 2026

## 10 Funds analysis

### Current year

	Balance at 01.04.25	Income	Expenditure	Transfers	Balance at 31.3.26
	£	£	£	£	£
<b>Unrestricted funds</b>					
General fund	44,318	48,594	(42,033)	139	51,018
Total unrestricted funds	44,318	48,594	(42,033)	139	51,018
<b>Restricted funds</b>					
QHT grant - for Polwarth and Willowbrae Church provision	3,400	-	(3,400)	-	-
One to one support fund	2,500	-	(2,500)	-	-
Wood Foundation and YPI fund	3,000	-	(3,000)	-	-
National Lottery fund	-	6,800	(6,661)	(139)	-
Link Community Group	-	500	(500)	-	-
Total restricted funds	8,900	7,300	(16,061)	(139)	-
<b>Total funds</b>	<b>53,218</b>	<b>55,894</b>	<b>(58,094)</b>	<b>-</b>	<b>51,018</b>

### Prior year

	Balance at 01.04.24	Income	Expenditure	Transfers	Balance at 31.3.25
	£	£	£	£	£
<b>Unrestricted funds</b>					
General fund	35,211	51,900	(42,951)	158	44,318
Total unrestricted funds	35,211	51,900	(42,951)	158	44,318
<b>Restricted funds</b>					
QHT grant - for Polwarth and Willowbrae Church provision	-	10,000	(6,600)	-	3,400
One to one support fund	-	5,000	(2,500)	-	2,500
Wood Foundation and YPI fund	-	3,000	-	-	3,000
Devices fund	-	1,170	(1,012)	(158)	-
Total restricted funds	-	19,170	(10,112)	(158)	8,900
<b>Total funds</b>	<b>35,211</b>	<b>71,070</b>	<b>(53,063)</b>	<b>-</b>	<b>53,218</b>

### Explanation of funds

The *General fund* represents all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

The *QHT fund* represents funding received towards the provision of two groups meeting at Polwarth and Willowbrae churches, plus any associated one to ones as required.

The *One to one support fund* represents funding received towards the provision of one to one remote tech support, visits or lessons where other funding is not available.

The *Wood Foundation and YPI fund* represents funding applied for by pupils at George Watson's College as part of the Young Person's Initiative to set up a new beginner's group at Slateford Longstone Church. When the church secured alternative funding, this funding has been carried forward for a project planned for Stockbridge Church supported by Stewart Melville pupil volunteers.

The *Devices fund* represents funds provided to purchase a supply of tablet devices with broadband connectivity to lend to housebound older people and to use at monthly digital drop-in sessions in the Longstone community run in partnership with Slateford Longstone Church.

The *National Lottery fund* represents grant funding provided for the provision of two 10 week drop-in digital skills programmes at Polwarth and Meadowbank churches. Small remaining balance was transferred to general funds with the authorisation of the funder.

The *Link Community Group* donation was to pay for the provision of one-to-one support for a disabled client.

# Tap Into IT Where You Are Limited

---

Notes to the financial statements  
For the year ended 31 March 2026

## **11 Pension commitments**

The company operates an autoenrolment pension scheme with NEST. All payments to the scheme are charged to the SOFA as they are incurred.

## **12 Liability of Members**

The company is limited by guarantee, with the liability of each member limited to £1. There were 29 (2025: 33) members at the year-end.

## **13 Director and related party transactions**

No donations were made the the Directors of the Charity (2025: £101).

The salary paid to the Executive Director is disclosed in note 4. There was no remuneration paid to any other Directors (2025: nil).

A retirement party was hosted to thank Bridget Stevens for her contribution as a Director of the charity at a cost of £300. No other Directors received remuneration or expenses other than for the reimbursement of purchases made on behalf of the charity.

There were no transactions with related parties during the year (2025: nil).